



Secondary Transition RFP Pre-Bid Meeting

January 16, 2020



Delaware
Department of Education



Important Dates

The proposed schedule of events subject to the RFP is outlined below:

- Public Notice Date: **January 2, 2020**
- Voluntary Pre-bid Meeting Date: **January 16, 2020 at 9:00 AM**(Local Time)
- Deadline for Questions Date: **January 23, 2020**
- Response to Questions Posted by: Date: **January 30, 2020**
- Deadline for Receipt of Proposals Date: **February 17, 2020 at 2:00 PM** (Local Time)
- Estimated Notification of Award Date: **April/May 2020**



Overview

The State of Delaware Department of Education (DDOE) seeks professional services for assistance in providing transition support services to students with disabilities in reaching their goals of being college and career ready. The focus will be working closely with the DDOE to assess the current state of transition services for students with disabilities; providing professional development, technical assistance and coaching to Local Education Agencies (LEAs) on transition practices, policies and procedures; and, working to increase both academic and work readiness skills and opportunities for students across the disability spectrum.



Overview

Work will focus on building capacity within the State for the following general purposes:

- 1) implement and scale-up evidence-based practices to improve academic and functional achievement of students with disabilities in preparation for college and the workforce;
- 2) implement policies, procedures, and practices to facilitate students with disabilities participating in programs to prepare students for college and career readiness; and
- 3) achieve continued growth within the four transition indicators for federal reporting.



Services Requested

In the ongoing effort to support improved transition planning throughout the state, the DDOE seeks to engage with a proven partner(s) to provide (with a track record of outcomes/success), at minimum, the following five professional learning services:

1. Professional Development and Technical Assistance to LEAs identified as noncompliant in areas of transition
2. Professional Development and Technical Assistance to LEAs participating in the Delaware Transition Cadre
3. Professional Development and Technical Assistance to LEAs on career development, community-based work experiences, and customized/supported employment work experiences
4. Assist in Assessing LEA Transition Practices
5. Assist in Collection and Analysis of Transition Indicators



Criteria for Selection

Criteria	Weight
Understanding of project scope, objectives and requirements	10%
Knowledge of Delaware transition practices and local education agencies	20%
Knowledge and experience of federal transition reporting	20%
Knowledge and experience of workforce development and training	20%
Experience delivering professional development and technical assistance	10%
Vendor delivery approach with supporting project work plan & schedule	10%
Vendor qualifications and references (Experience and Reputation)	10%
Total	100%



Complete Application Package

Five paper copies with one marked “original” with original signatures and two electronic copies on separate USB sticks:

- Transmittal Letter
- Vendor Technical Proposal
- Vendor Cost Proposal
- Non Collusion Agreement marked “original” and notarized (Attachment 2)
- Exception Form (Attachment 3)
- Confidentiality Form (Attachment 4)
- Business References (Attachment 5)
- If applicable, Subcontractor Information Form (Attachment 6)



Application Submission

- All properly sealed and marked applications are to be sent to DDOE and received no later than 2:00 PM (Local Time) on February 17, 2020.
- The applications may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand.



Application Submission

Deliver to:

Meaghan Brennan

Education Associate, Financial Reporting and Contracting

Delaware Department of Education

401 Federal St, Ste 2

Dover, DE 19901



RFP Designated Contact

Meaghan Brennan

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Questions?

